



Fleet Administration

# Fleet Asset Management System (FAMS)

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## Vehicle Monthly Usage Summary Excel File

July 1, 2008

Version 1.0

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## Table of Contents

<b>Table of Contents.....</b>	<b>1</b>
<b>1. Introduction.....</b>	<b>2</b>
1.1. Vehicle Characteristics and Monthly Usage Details.....	2
1.1.1. Vehicle Monthly Usage Summary Excel File.....	2
1.1.2. FAMS Web Portal ( <a href="https://famsportal.dgs.ca.gov">https://famsportal.dgs.ca.gov</a> ).....	2
1.2. Fuel Consumption Transactions.....	2
1.2.1. Voyager Fleet Systems.....	2
1.2.2. State Agency Bulk Fueling Stations.....	2
<b>2. Instructions For Use.....</b>	<b>2</b>
2.1. Frequency.....	2
2.2. File Name.....	3
2.3. Data Corrections.....	3
2.3.1. Prior Month Data.....	3
2.3.2. Current Month Data.....	3
<b>3. Submission Instructions.....</b>	<b>3</b>
3.1. How Send Excel File To FAMS.....	3
The Excel files must be submitted to FAMS through the FAMS portal website located at <a href="https://famsportal.dgs.ca.gov/">https://famsportal.dgs.ca.gov/</a> . You must have a user account to login to the FAMS portal website. Please contact the DGS Office of Fleet and Asset Management to request an account. Please refer to the FAMS Portal user guide for specific instructions on how to upload the Excel file. ....	3
<b>4. Data Element Definitions.....</b>	<b>3</b>
4.1. Month Ending (Required).....	4
4.2. Agency Key (Required).....	4
4.3. Mobile Equipment # (Required).....	4
4.4. VIN.....	4
4.5. Year/Make/Model.....	4
4.6. License Plate Number.....	4
4.7. Odometer.....	5
4.8. Hours Meter.....	5
4.9. Days Used During Period.....	5
4.10. Non-Fuel Operating Cost During Month.....	5
4.11. Depreciation Cost During Month.....	5
<b>5. Appendix A – Agency Key.....</b>	<b>6</b>

## **1. Introduction**

This document serves as a data dictionary for the Vehicle Monthly Usage Summary Excel File. Its purpose is to provide guidance for preparing agency vehicle data for submission to the Fleet Asset Management System (FAMS). FAMS is a project sponsored by the State of California Department of General Services (DGS). The purpose of FAMS is to provide a method for analyzing and reporting upon vehicular assets owned by California state agencies. The information collected is used to support information requests from the state legislature and to prepare reports for the federal government.

FAMS collects information about agency vehicles including usage and fuel consumption data. Two types of vehicle data will be collected for FAMS:

### **1.1. Vehicle Characteristics and Monthly Usage Details**

On a monthly basis, agencies will submit information about each vehicle in their fleet. This information permits the State of California to perform analysis on the types of vehicles used within the state fleet. This collection also provides broad vehicle usage and cost analysis data. One of two methods may be used by each agency to provide this data.

#### **1.1.1. Vehicle Monthly Usage Summary Excel File**

This document details the use of this submission method.

#### **1.1.2. FAMS Web Portal (<https://famsportal.dgs.ca.gov>)**

### **1.2. Fuel Consumption Transactions**

Fuel consumption data will be collected for all state Ground Equipment. This data will permit analysis of fuel economy, CO2 emissions and other issues that are important to the state. Fuel consumption data will be collected from two sources.

#### **1.2.1. Voyager Fleet Systems**

On a regularly scheduled basis, Voyager Fleet Systems will provide FAMS with a data file containing all purchases made by state agencies using the Voyager Fleet Credit Cards.

#### **1.2.2. State Agency Bulk Fueling Stations**

State agencies that operate bulk fueling stations will provide a monthly data file. This file will provide information about the fuel and services that are provided by each fueling station.

## **2. Instructions For Use**

### **2.1. Frequency**

Vehicle usage data should be submitted on a monthly basis. The submission period will be open until the 15<sup>th</sup> of each month. The usage data submitted should be for the previous month only. After the 15th, all data submitted will be tabulated for the previous month.

## 2.2. File Name

- FAMS\_<AgencyKey>\_<MonthEnding>\_MonthlyUsage.xls

<AgencyKey>	<p>Abbreviation for the reporting state agency (See Appendix A of this document).</p> <p>This should be the same as the code used for the attribute listed in 4.2 Agency Key</p>
<MonthEnding>	<p>Represents the month ending period that is being reported upon. This is formatted as CCYMMM where CCYY represents the four digit year and MM is the two digit month value.</p> <p>The date represented should be the same as the value used for the attribute used in 4.1 Month Ending.</p>

- Example* – FAMS\_DGS\_200803\_MonthlyUsage.xls

## 2.3. Data Corrections

### 2.3.1. Prior Month Data

All prior period data modifications must be coordinated through the Department of General Services. Please contact DGS before submitting any data.

### 2.3.2. Current Month Data

Current month data is to be submitted to the FAMS Portal site no later than the 15<sup>th</sup> of each month. For example, June data should be uploaded to the FAMS Portal no later than July 15<sup>th</sup>. Corrections to the most recent period’s can be made by submitting a replacement Excel data file.

## 3. Submission Instructions

### 3.1. How Send Excel File To FAMS

The Excel files must be submitted to FAMS through the FAMS portal website located at <https://famsportal.dgs.ca.gov/>. You must have a user account to login to the FAMS portal website. Please contact the DGS Office of Fleet and Asset Management to request an account. Please refer to the FAMS Portal user guide for specific instructions on how to upload the Excel file.

## 4. Data Element Definitions

Please provide complete and accurate information. All data elements are important to ensure the validity of the reports provided to the state legislature and the federal government.

- Certain fields are required. FAMS tracks vehicle information for three vehicle categories - Ground Equipment, Water Equipment and Aircraft. Monthly Vehicle Usage Summary data

should **only be submitted for Ground Equipment**. For Ground Equipment, please refer to each element’s definition below for details.

- For *non-required* elements, please use a blank cell or enter “N/A”. Entering a zero in a numeric field will be interpreted by the system as an affirmative entry of zero.

#### 4.1. Month Ending (Required)

Description	Month Ending date. This is the “as-of” date for vehicle characteristics provided in file. For vehicle usage data elements (i.e. Operating Costs, Days Used), date reflects month ending period.
Required?	Required
Format	date (MM/CCYY)
Valid Values	Example - 12/2008, 01/2009

#### 4.2. Agency Key (Required)

Description	Code used to identify state agency to which vehicle belongs.
Required?	Required
Format	alphanumeric (10)
Valid Values	See Appendix A – Agency Key

#### 4.3. Mobile Equipment # (Required)

Description	Unique alphanumeric code assigned and used by state agency to identify an asset. Code assigned by state agency must continue to be used for life of asset. <i>For those agencies that do not use an equipment number. You may substitute the value with the VIN number.</i>
Required?	Ground Equipment – Required
Format	alphanumeric (25)
Valid Values	<i>Assigned by agency</i>

#### 4.4. VIN

Description	Vehicle Identification Number assigned by vehicle manufacturer.
Required?	Ground Equipment – <b>Not Required</b> . This field may be used by Agency as a reference element when reviewing report. <u>This field will not be examined by the FAMS load process.</u>
Format	No Prescribed Format
Valid Values	<i>As assigned by vehicle manufacturer.</i>

#### 4.5. Year/Make/Model

Description	Vehicle Model Year, Make and Model.
Required?	Ground Equipment – <b>Not Required</b> . This field may be used by Agency as a reference element when reviewing report. <u>This field will not be examined by the FAMS load process.</u>
Format	No Prescribed Format
Valid Values	

#### 4.6. License Plate Number

Description	License Plate of Vehicle
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Required?	Ground Equipment – <b>Not Required</b> . This field may be used by Agency as a reference element when reviewing report. <u>This field will not be examined by the FAMS load process.</u>
Format	alphanumeric (10)
Valid Values	<i>Example – 1236, c1234</i>

#### 4.7. Odometer

Description	Odometer reading at the date specified in “Vehicle Usage Measurement Date”.
Required?	Ground Equipment – Required if no hours meter data entered
Format	Numeric (integer)
Valid Values	<i>Example - 1236, 100524</i>

#### 4.8. Hours Meter

Description	Hours Meter reading at the date specified in “Vehicle Usage Measurement Date”.
Required?	Ground Equipment – Required if no odometer data entered
Format	Numeric (integer)
Valid Values	<i>Example - 1236, 100524</i>

#### 4.9. Days Used During Period

Description	# of days that vehicle was used during reporting period. Fractional day is equivalent to one day.
Required?	Ground Equipment
Format	Numeric (integer)
Valid Values	Zero (0) to number of days in reporting month.

#### 4.10. Non-Fuel Operating Cost During Month

Description	Total non-fuel cost related to operation of vehicle. Includes maintenance, repair, modifications and accident repair costs.
Required?	Ground Equipment – Required
Format	Numeric (#####)
Valid Values	<i>Example – 175, 200, 369</i>

#### 4.11. Depreciation Cost During Month

Description	Recognized monthly vehicle depreciation costs.
Required?	Ground Equipment – Required
Format	Numeric (#####)
Valid Values	<i>Example – 150, 654, 300</i>

## 5. Appendix A – Agency Key

Agency Key	Agency Name
DGS	General Services, Department of
AGING	Aging, Department of
ALRB	Agricultural Labor Relations Board
ARB	Air Resources Board
ALCDRG	Alcohol and Drug Programs, Department Of
BOE	Board of Equalization
BOAT	Boating and Waterways, California Department of
COAST	California Coastal Commission
CCC	California Conservation Corps
CAL EXPO	California Exposition
CHP	California Highway Patrol
PERS	California Public Employees' Retirement System
PUC	California Public Utilities Commission
MUSSCI	California Science Center
LIBRAR	California State Library
LOTTERY	California State Lottery
CPOST	Commission on Peace Officer Standards and Training
CONSER	Conservation, Department of
DCA	Consumer Affairs, Department of
CDCR	Corrections & Rehabilitation
DDS	Developmental Services, Department of
EDUC	Education, California Department Of
EMSA	Emergency Medical Svcs Auth, Governor's Office of
EDD	Employment Development Department
DOF	Finance, Department of
FISHGM	Fish and Game, Department of
FOOD & AG	Food and Agriculture, Department of
FOREST	Forestry and Fire Protection, Department of
FTB	Franchise Tax Board
AFAMMU	African American Museum, California
OES	Governor's Office of Emergency Services
DPH	Public Health, Department of
HCD	Housing & Community Development
INDREL	Industrial Relations, Department of
INSPEC	Inspector General, Office of
INSUR	Insurance, Department of
IWMB	Integrated Waste Mgmt. Board
DOJ	Justice, Department of
MENTAL	Mental Health, Department of
DMV	Motor Vehicles, Department of

PARKS	Parks and Recreation, Department of
PESTRE	Pesticide Regulations, Department of
PIA	Prison Industry Authority
REHAB	Rehabilitation, Department of
SOS	Secretary of State
DSS	Social Services, California Department of
LNDSCM	State Lands Commission, CA
MLTRY	State Military Department
STRS	State Teachers Retirement Systems
TAHCNV	Tahoe Conservancy, California
TOXSUB	Toxic Substances Control Board
CALTRANS	Transportation, Department of
VETRAN	Veterans Affairs, CA Department of
WRCB	Water Resources Control Board, State
WATER	Water Resources, Department of
ABCBRD	Alcoholic Beverage Control Appeals Board
ALCBEV	Alcoholic Beverage Control, Department of
SEISSF	Alfred E. Alquist Seismic Safety Commission
BALDWN	Baldwin Hills Conservancy
USCONS	Bicentennial Commission on the United States, CA
CHIREX	Board of Chiropractic Examiners
COMCOL	Board of Governors of the CA Community Colleges
BPT	Board of Prison Terms
STMNDT	Bureau of State Audits
ALTEN	CA Alt Energy & Advanced Transportation Financing
VCGCB	CA Victim Compensation & Government Claims Board
ARTCNL	California Arts Council
OCCINF	California Career Resource Network
CHLDFM	California Children and Families Commission
CCCC	California Citizen Compensation Commission
GAMCON	California Gambling Control Commission
HORSE	California Horse Racing Board
HOUSFN	California Housing Finance Agency
CIRM	California Institute for Regenerative Medicine
MEDAST	California Medical Assistance Commission
PSECED	California Postsecondary Education Commission
PUBBRD	California Public Broadcasting Commission
CSL	California Senior Legislature
SCHART	California State Summer School for the Arts
CSU	California State University
STULN	California Student Loan Authority
MBTCAC	California Tax Credit Allocation Committee
TRNSCM	California Transportation Commission
CWIB	California Workforce Investment Board
OCIO	Chief Information Officer, Office of the State
DCSS	Child Support Services, Department of

COACH	Coachella Valley Mountains Conservancy
COLRIV	Colorado River Board of California
CAPIAA	Comm on Asian and Pacific Islander American Affair
ORGEEN	Comm on State Government Organization and Economy
ECONDV	Commission for Economic Development
PLANED	Commission for Review of Master Plan for Higher Ed
COMAG	Commission on Aging
STFIN	Commission on State Finance
TCHCRD	Commission on Teacher Credentialing
WOMEN	Commission on the Status of Women
ECONOP	Community Services and Development, Department of
CMPINS	Compensation Insurance Fund, State
CORP	Corporations, Department of
CALDAC	Debt and Investment Advisory Commission, CA
DEBLT	Debt Limit Allocation Committee, California
DPC	Delta Protection Commission
APPEAL	District Courts of Appeal
EAAP	Education Audit Appeals Panel
EOB	Electricity Oversight Board
ENRES	Energy Resources Conservation and Development Comm
FEHC	Fair Employment and Housing Commission
FEH	Fair Employment and Housing, Department of
FRPLPT	Fair Political Practices Commission
DFI	Financial Institutions, Department of
WELFIT	Governor's Council on Wellness & Physical Fitness
GOVOFC	Governor's Office
HTHSVC	Health Care Services, Department of
CHFA	Health Facilities Financing Authority, CA
HSRAIL	High Speed Rail Authority
INDDEV	Industrial Development Financing Advisory Commissi
JUDCNC	Judicial Council
LAWREV	Law Revision Commission, California
LEGIS	Legislative Counsel Bureau
ASSEM	Legislature
LABLDG	Los Angeles State Building Authority
LOTTCM	Lottery Commission, California State
DMHC	Managed Care, Department of
MEDINS	Managed Risk Medical Insurance Board
NTAMHT	Native American Heritage Commission
ADMLAW	Office of Administrative Law
CALMEX	Office of California/Mexico Affairs
OEHHA	Office of Environmental Health Hazard Assessment
PLNRSH	Office of Planning and Research
OREAPP	Office of Real Estate Appraisers

SHPD	Office of Statewide Health Planning & Development
LTGOV	Office of the Lieutenant Governor
OTS	Office of Traffic Safety
PERADM	Personnel Administration, Department of
POLLUT	Pollution Control Financing Authority, California
CPPVE	Private Postsecondary and Vocational Education
PERB	Public Employment Relations Board
PUBWKS	Public Works Board
REALES	Real Estate, Department of
SDRIVR	San Diego River Conservancy
SJRIVR	San Joaquin River Conservancy
SMONMT	Santa Monica Mountains Conservancy
SCHOLR	Scholarshare Investment Board
SCHFIN	School Finance Authority, California
BTHA	Secretary for Business, Transportation, & Housing
HLTHWF	Secretary for California Health and Human Services
CAEPA	Secretary for Environmental Protection
LWDA	Secretary for Labor & Workforce Development Agency
RESAGY	Secretary for Resources
CNSSVS	Secretary for State and Consumer Services
SFBCDC	SF Bay Conservation and Development Commission
RIVERS	SG and Lower LA Rivers and Mountains Conservancy
SNVCNV	Sierra Nevada Conservancy
CALBAR	State Bar of California
CSTCNS	State Coastal Conservancy
CNTRLR	State Controller
DEVDIS	State Council on Developmental Disabilities
SWILC	State Independent Living Council
SPB	State Personnel Board
PUBDEF	State Public Defender
TREAS	State Treasurer
STUAID	Student Aid Commission
SCOURT	Supreme Court
TDC	Technology Services, Department of
UNICAL	University of California
WTFTRS	Urban Waterfront Area Restoration Financing Auth